



***DOC GUIDE
FOR
FRIENDS AND FAMILY
OF
INCARCERATED
OFFENDERS***

INTRODUCTION

Dear Family Member or Friend:

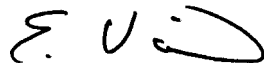
This booklet is designed to help answer the many questions family members and friends of those who are sentenced to prison may have upon their loved one's arrival.

Incarceration is difficult, not only for the person incarcerated, but also for his or her friends and family. We know from years of experience that the maintenance of relationships between incarcerated offenders and outside community support networks is critical to both the offender's adjustment to living inside the institution and upon release to the community. For those reasons, we encourage you to maintain contact with loved ones.

The purpose of this booklet is to help give you some of the basic information you need in order to maintain contact with your incarcerated friend or family member. It is not intended to answer all of your questions, but does give a framework and some additional resources to call upon.

Once again, it is very difficult for a person to be in prison, but at the same time, it is very difficult to try to love and support someone who is doing time. The Washington State Department of Corrections wants to work with you to help you stay connected with those individuals in our facilities. We hope this booklet assists you in maintaining that contact.

Sincerely,



Eldon Vail, Deputy Secretary
Office of Correctional Operations

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The Washington Corrections Center, located in Shelton, is the Reception Center for all adult male felons who are sent to prison, except offenders sentenced to the death penalty who are sent directly to the Washington State Penitentiary.

Female offenders are sent to the reception center at Washington Corrections Center for Women. The facility has an emergency capacity of 818 close, medium, and minimum custody inmates.

What happens at the reception center?

Offenders arriving at the Reception Center are provided an orientation packet, fingerprinted and photographed. They are then assigned a Unit and a Classification Counselor. The Unit Sergeant provides a verbal overview of the unit rules and regulations.

Does an offender at the Reception Center have access to mail and telephones?

Offenders are allowed to place collect telephone calls by utilizing their IPIN (Inmate Personal Identification Number). Offenders are issued their IPIN within 72 hours of arrival at the Reception Center.

Offenders can correspond with others while at the Reception Center, and are encouraged to do so.

When sending mail to offenders, it should be addressed as follows:

Offender's Name and DOC#
Washington Corrections Center – Reception Center
Post Office Box 900
Shelton, Washington 98584

The telephone number of the Washington Corrections Center is (360) 426-4433. The telephone number of the Washington Corrections Center for Women is (253) 858-4200.

Are Reception Center offenders allowed to participate in the visit program?

Offenders housed at the Washington Corrections Center-Reception Center are allowed to receive approved no-contact visits unless they are “in transit” (awaiting transfer to another facility).

Offenders housed at the Washington Corrections Center for Women-Reception Unit are allowed to receive approved contact visits. In order to become an approved visitor, the offender must send you the Visitor Application form to be completed, returned, and approved before a visit can be scheduled. The offender will need to convey to you the status of the application.

Screening and Testing – The Initial Classification process takes four to six weeks. During this time, the offender must comply with having a physical and dental examination and psychological evaluation if needed.

During the physical examination, offenders are screened for HIV, TB, Hepatitis A, Tetanus, and any other contagious diseases.

To assist classification and mental health staff in making recommendations regarding custody, placement, and programming, offenders are required to participate in a testing process. The tests are designed to obtain information and assess concerns in the areas of suicide, victimization, violence, psychiatric diagnosis and substance abuse.

How is it determined where offenders will be sent after reception?

Classification is the risk management tool by which offenders will be periodically assessed to monitor their progress, adjustment, behavior and programming throughout their incarceration. The goal of the classification system is to place the offender in the least restrictive custody designation while providing for the safety of the public, staff, and offenders.

An objective scoring system is used as a basis to evaluate offenders’ risks to the community, staff and other offenders,

visitors and the orderly operation of the institution. It is designed to encourage offender participation in work, education, treatment, and vocational programming in a manner that results in movement to less restrictive custody. The system is designed to assist offenders in understanding how conduct and program efforts affect their custody designation and facility placement assignment.

Offenders will be classified at one of the following custody levels and transferred to an appropriate facility:

Security Level 4 – Close (more supervision, less freedom of movement, limits on property and programs).

Clallam Bay Corrections Center
 Monroe Correctional Complex (Reformatory Unit)
 Washington State Penitentiary

Security Level 3 – Medium and Minimum 3 (less supervision, more freedom of movement, more program opportunities).

Airway Heights Corrections Center
 McNeil Island Corrections Center
 Monroe Correctional Complex
 (Twin Rivers or the Reformatory)
 Stafford Creek Corrections Center
 Washington Corrections Center (Training Center)
 Washington Corrections Center for Women
 Washington State Penitentiary

Security Level 2 – Minimum 2, or Minimum “P” (within four years to release, can participate in community work programs).

Airway Heights Corrections Center
 Cedar Creek Corrections Center
 Coyote Ridge Corrections Center
 Larch Corrections Center
 Monroe Correctional Complex (Reformatory)
 Minimum Security Unit
 Olympic Corrections Center
 Pine Lodge Pre-Release
 Tacoma Pre-Release
 Washington State Penitentiary
 Washington Corrections Center for Women
 Minimum Security Compound
 Work Ethic Camp (McNeil Island)

Security Level 1 – Minimum 1 (partial confinement, supervised outings, average stay is four months).

Various work release facilities throughout the state.

Major Institutions

Corrections centers which primarily house maximum, close, and medium custody offenders are referred to as major institutions.

Major institutions emphasize education, vocational training, work assignments, and employment with private industry operating within the correctional facility. All offenders are encouraged to work or to participate in an educational or vocational program. Offenders may participate in English as a Second Language; anger and stress management; chemical dependency; Moral Reconciliation Therapy; Victim Awareness Education; Relapse Education Program; mental health; religion; recreation programs; and various civic organizations depending on what is offered at the facility in which they reside.

Minimum Institutions

An offender in a major institution typically progresses to a minimum facility when behavior and release date warrant consideration for a custody “promotion”. The focus of a minimum facility is to further develop work ethics through work programs for those offenders who qualify for minimum custody. Generally, an offender in a minimum facility progresses to a community-based pre-release or work release facility before final release into the community.

Similar opportunities are available to female offenders through the WCCW Minimum Security Compound; and at pre-release and work release facilities.

Basic education, chemical dependency treatment, offender change groups, religious, and recreation programs are also emphasized.

**AHTANUM VIEW CORRECTIONAL COMPLEX-
ASSISTED LIVING**

2009 South 64th Avenue
Yakima, WA 98903
(509) 573-6333

Facility Description:

Ahtanum View Correctional Complex is located six miles west of downtown Yakima. The 7.5-acre complex houses a 60-bed Work Release Center and a 130-bed Assisted Living Facility. The Assisted Living Facility houses the aged, disabled, and medically challenged male offenders who have not been able to program at other DOC facilities and are within 48 months of release.

Work Experience:

The offenders maintain day-to-day operations of the facility. The work assignments include: Food Service Maintenance, Unit Porters, Special Assignments, and Educator TA's. Correctional Industries (CI) employs six offenders in the embroidery shop.

Education/Programs:

Yakima Valley Community College provides the education services in Adult Basic Education, General Education Development, Computer Literacy, and Job Readiness. A number of programs have been set up for the offender; Moral Reconciliation Therapy which teaches decision-making from a moral perspective, Chemical Dependency Therapy, Victim Awareness, and Community Involvement through sponsored groups such as AA and NA.

AIRWAY HEIGHTS CORRECTIONS CENTER

11919 West Sprague Avenue
Post Office Box 1899
Airway Heights, WA 99001-1899
(509) 244-6700

Facility description:

Airway Heights Corrections Center includes a 500-bed minimum unit, and a 1536-bed medium custody unit on a 168-acre site.

Work Experience:

Work assignments are an important program element at Airway Heights and include janitorial, bindery, Correctional Industries' food factory, food services, maintenance, laundry, motor pool, recreation, clerical, library, the Department of Natural Resources' programs, community work crews, and on-site grounds keeping.

Education:

The Spokane Community College, Department of Extended Learning Center provides Educational/vocational programs.

CEDAR CREEK CORRECTIONS CENTER

12200 Bordeaux Road
Post Office Box 37
Littlerock, WA 98556
(360) 753-7278

Facility Description:

Cedar Creek Corrections Center, a 400-bed minimum facility, has two living units and one programming unit.

Work Experience:

Offenders work in Department of Natural Resources' programs, as well as Correctional Industries' crews which provide services such as asbestos abatement, removal of underground storage tanks, panel assembly, and general labor. Other offenders provide facility support services including culinary arts, food service, janitorial, building construction and maintenance, grounds-maintenance, and recreation.

CLALLAM BAY CORRECTIONS CENTER

1830 Eagle Crest Way
Clallam Bay, WA 98326-9723
(360) 963-2000

Facility Description:

Clallam Bay Corrections Center, a 900-bed facility, consists of four close custody units, four medium units, and one Intensive Management Units.

Clallam Bay Youthful Offender Program is a behavior level system which requires youthful offenders, convicted of certain felony offenses, to serve their sentence in an adult correctional facility. (The female Youthful Offender Program is located at the Washington Corrections Center for Women.)

The Youthful Offender Programs (YOP) were created in response to the revised State Juvenile Code that requires youthful offenders convicted of certain felony offenses to serve their sentence in an adult correctional facility.

Medical, mental health and educational testing is conducted upon entrance to the program. Offenders are provided the opportunity to participate in education, recreation, self-help/volunteer programs, and chemical dependency programs. They have access to the recreational library and legal library.

The Clallam Bay Youthful Offender Program is a behavior level system. An offender is assigned to Level II upon entrance to the program. If the offender remains (major) infraction free he may apply for the next level (Level III after 30 days, and Level IV after 60 days.) Each level increases the amount of privileges the offenders can earn. Offenders at Washington Correction Center for Women have a similar behavior level system.

Youthful offenders are not allowed personal clothing or quarterly packages. The offenders are allowed to purchase cassette tapes, books and magazines directly from the vendor.

Work Experience at CBCC:

Correctional Industries' programs include office chair manufacturing and clothing manufacturing. The remainder of the population provides facility support services including culinary arts, food service, janitorial, building construction and maintenance, grounds-maintenance, recreation, and school aides.

Education:

Peninsula College provides on-site educational and vocational training opportunities.

COYOTE RIDGE CORRECTIONS CENTER

1301 North Ephrata
Post Office Box 769
Connell, WA 99326-0769
(509) 545-2328

Facility Description:

Coyote Ridge Corrections Center is a 534-bed facility situated on a 40-acre site. It is designed as a minimum custody facility with two separate living units. The living units are divided into three sections of two-person rooms and five sections of dormitory beds.

Work Experience:

Approximately 230 offenders are assigned to Class III Industries, which is devoted to janitorial, landscaping/grounds keeping, maintenance, food services, and special project duties. It is expected that a large number of offenders will be employed in supervised off-site projects for non-profit organizations and public agencies.

Correctional Industries employs offenders on-site. Work programs include textile flat goods (sheets, pillowcases, towels, washcloths, etc), knitting machines which makes tube socks, and a metal fabrication shop that makes and assembles file cabinets. Other proposals for Coyote Ridge are furniture restoration, plastics manufacturing, and the possible siting of a dairy farm.

Education:

Vocational, general education development, English as a Second Language, and life skills programs are contracted with Columbia Basin College.

LARCH CORRECTIONS CENTER

15314 NE Dole Valley Road
Yacolt, WA 98675-9531
(360) 260-6300

Facility Description:

Larch Corrections Center, a 400-bed facility, is situated on approximately 40 acres in a relatively remote area, and is accessed by unpaved forest roads. Housing includes four dormitories, accommodating 32 offenders in each; 14 two-person rooms used by offenders having unusual job assignments schedules, and a single large room housing eight offenders.

Work Experience:

A number of offenders at Larch are assigned to 40-hour work-weeks involving general forest management under the supervision of the Department of Natural Resources. The other offenders are assigned to education or chemical dependency programs, and institutional job assignments such as maintenance, kitchen work, and janitorial services.

McNEIL ISLAND CORRECTIONS CENTER

1403 Commercial Street
Post Office Box 88900
Steilacoom, WA 98388-0900
(253) 588-5281

Facility Description:

The McNeil Island Corrections Center, a 1,036-bed facility with a 435-bed annex, is reached by a 20-minute passenger ferry ride. The island consists of approximately 4,413 acres with 12 miles of shoreline. The main institution is located on approximately 89 acres and is within walking distance of the island passenger dock.

The minimum custody Annex, sited on approximately 85 acres, is located within two miles of the Main Institution and houses the **Work Ethics Camp (WEC)** Program.

WORK ETHIC PROGRAM (WEP)

It is the philosophy of WEP that behaviors employers look for in a good worker - reliability, willingness to learn, effective communication, and an ability to get along with others – applies to all aspects of life. Success in the workplace carries over to managing life effectively.

- A worker who deals with problems on the job in an acceptable way can deal with problems at home.
- A worker who has learned to get along with all types of coworkers and supervisors can manage interpersonal relationships.
- A worker who is disciplined, reliable, gets his/her work done, helps others, and plans ahead for problems can take care of his/her personal life.

The WEP will provide the opportunity to learn the behaviors of a successful worker, as well as transfer those skills and behaviors to the rest his or her life and the community.

Work Experience:

McNeil, a work oriented institution, has Class II Correctional Industries positions and many jobs throughout the institution and island. Work assignments include food service, maintenance, fire crew, barbers, recreation aides, teacher's aides, library assistants, laundry workers, clerks, janitors, carpenters, painters, welders, plumbers, electricians, and steamfitters.

MONROE CORRECTIONAL COMPLEX (MCC)

Monroe Correctional Complex consists of four units which house maximum, close, medium, and minimum custody adult male offenders.

The units are:

MCC Washington State Reformatory Unit

16700 177th Ave. SE
Post Office Box 777
Monroe, WA 98272-0777
(360) 794-2600

Facility Description:

This is a 752-bed close-custody unit, including four general population living units, two dining facilities, a health services department with both inpatient and outpatient areas, a recreation yard and fieldhouse.

Work Experience:

Work assignments include Class III janitorial, food service, plant maintenance, laundry, graphic arts, clothing room, recreation, clerical, library and grounds maintenance. Correctional Industries provides Class II laundry, print shop, and tab shop opportunities. WSRU also houses five Class I private industries with community style employment positions.

Education:

Educational and vocational programs are provided by Edmonds Community College.

MCC Minimum Security Unit

Post Office Box 7001
Monroe, WA 98272-7001
(360) 794-2299

Facility Description:

This is a 400-bed fenced minimum custody facility adjacent to the WSRU. There are four 100-bed living units, a dining facility, recreation yard, and gym.

Work Experience:

Work assignments include Class III janitorial, food service, plant maintenance, motor pool, sewer treatment plant, recreation, clerical, library, and grounds maintenance. Class II opportunities

include the dairy farm and community service crews, and Department of Natural Resources crews.

Education:

Educational and vocational programs are provided by Edmonds Community College.

MCC Special Offender Unit

16730 177th Avenue SE
Post Office Box 514
Monroe, WA 98272-0514
(360) 794-2200

Facility Description:

The SOU is a 144-bed, close custody facility, providing evaluation and treatment for seriously mentally ill offenders in four limited-access 36-bed treatment units. Education, volunteer activities are accommodated in a centralized visiting room.

Work Experience:

Work experience focuses primarily on mental health treatment. Some work opportunities exist in janitorial, food service, plant maintenance, library and therapy aides.

Education/Programs:

Programs focus on treatment of the mentally ill offender: psycho-educational self-management skills. Topics include chemical dependency, human sexuality, living skills, social skills, anger management, and stress management. Treatment services include counseling, occupational therapy, recreation, volunteer programs, and pre-release activity.

MCC Twin Rivers Unit

16774 170th Drive SE
Post Office Box 888
Monroe, WA 98272
(360) 794-2400

Facility Description:

This is a 814-bed medium custody facility. There are four living units, two dining halls, a health services department, library, and a recreation yard and gym.

Work Experience:

Work assignments include Class III janitorial, food service, plant maintenance, clothing room, clerical, library, and ground maintenance. Correctional Industries has Class I private industries that provide community style employment experience.

Education/Programs:

Educational and vocational programs are provided by Edmonds Community College.

The DOC Sex Offender Treatment Program (SOTP) is located here. This is one of the largest such programs in the nation and is part of the Department's commitment to providing treatment for up to 200 sex offenders at a time. All adult, male sex offenders in Washington prisons may volunteer for the program. Offenders enter treatment when they are within 18 months of release and are expected to continue receiving treatment in the community upon release.

OLYMPIC CORRECTIONS CENTER

11235 Hoh Mainline
Forks, WA 98331
(360) 374-6181

Facility Description:

Olympic Corrections Center, a 366-bed facility, has three living units located approximately one-quarter mile apart.

Work Experience:

Almost half of the offenders at this facility are involved in full-time work with the Department of Natural Resources. Other work programs include kitchen, janitorial, camp maintenance, litter pick-up, and waste treatment operator.

Education:

Peninsula College provides educational programs.

STAFFORD CREEK CORRECTIONS CENTER

191 Constantine Way
Aberdeen, WA 98520
(360) 537-1800

Facility Description:

SCCC is a 1936-bed multi-custody institution on 210 acres. When complete in 2001, there will be seven living units for medium and long-term minimum custody offenders and an intensive management unit for maximum custody offenders.

Stafford Creek Corrections Center is the first, totally tobacco-free institution in Washington State. Use of all tobacco products is prohibited on the grounds of the institution for staff, offenders, and visitors. This will improve the health of staff and offenders, and will lead to savings in the maintenance of the facility.

Work Experience:

Besides the standard Class III institution support jobs, there is a Class II powder coating industry. Recruitment is being done currently for a Class I private sector partnership industry.

Education:

Education is provided by Grays Harbor College.

WASHINGTON CORRECTIONS CENTER

W 2321 Dayton Airport Road
Post Office Box 900
Shelton, WA 98584
(360) 426-4433

Facility Description:

The Washington Corrections Reception Center, a 991 bed facility, temporarily houses all adult male felons who are sent to prison. They are initially tested and classified at the Reception Center (with the exception of offenders who have been sentenced to

death). After classification has occurred, offenders are then transferred to the Training Center, which has 782 beds, or to another facility.

Work Experience:

Because of the transitional nature of Reception Center offenders, work programs are limited. In the Training Center there are extensive work programs to assist in the operation of the facility including food service, maintenance, laundry, barber, clerical, and janitorial.

Education:

Extensive educational and vocational training programs are available in the Training Center through the Garret Heyns Educational Center, and the Centralia Community College. In addition to a General Equivalency Diploma, students can earn an Associate of Arts, or Technical Arts degree.

WASHINGTON CORRECTIONS CENTER FOR WOMEN

9601 Bujacich Road NW
Post Office Box 17
Gig Harbor, WA 98335-0017
(253) 858-4200

Facility Description

The Washington Corrections Center is a 778-bed facility, for women divided into two separate compounds. The main institution consists of three medium security units, a special needs unit, a segregation unit, and a close custody/reception center. The minimum security compound which houses three living units is located adjacent to the main institution.

The Minimum Security Compound also has a **Residential Parenting Program**.

The Residential Parenting Program at the Washington Corrections Center for Women is a collaborative effort between the Puget Sound Education Service District/Early Head Start and the Department of Corrections.

WCCW's program allows a pregnant, minimum custody offender who gives birth during her incarceration, and meets specific classification and program standards, to return to the facility with her infant where she resides in a designated living unit. The inmate mother is not only accountable for herself, but also the 24-hour care of her child while living in a supervised environment.

This program is designed to promote healthy, safe and secure attachments between mothers and their infants. It also strengthens involvement of extended family members in supporting the mother and child, teaches positive and effective parenting skills, and connects the mothers to community resources upon transition from incarceration.

Work Experience at WCCW

There are a variety of education and vocational training programs available such as ABE/GED, office occupations, drafting, life skills, and computer management. The women offenders also have the opportunity to be employed in non-traditional trades such as asbestos abatement and construction/demolition.

There are four private sector industries employing offenders in their operations of clothing manufacturing, computerized embroidery, sheet metal fabrication, and refrigeration components.

The facility has two unique programs: The Prison Pet Partnership Program - which trains dogs to assist handicapped individuals; and the "Children's Center" program that offers offenders the opportunity to practice positive parenting skills with their children in a safe, structured environment.

WASHINGTON STATE PENITENTIARY

1313 N 13th Avenue
Post Office Box 520
Walla Walla, WA 99362-1065
(509) 525-3610

Facility Description:

The Washington State Penitentiary, an 2030-bed facility, has four distinct housing areas that range from Security Levels II through V. They are, respectively: Minimum Security Unit (MSU); Medium Security Complex (MSC); Close Custody Housing (main institution); and Maximum Custody (Intensive Management Unit-IMU).

Work Experience:

Institution support positions are available in areas including food service, janitorial, and various maintenance functions. Correctional Industries programs include license plate manufacture, sheet and welded metal production, heifer farm, feed lot, field crops, garment factory, and a business officer order/entry operation.

Education:

Vocational, general educational development, English as a Second Language, and life skills programs are contracted with Walla Walla Community College.

WORK RELEASE

Work release is a vital component of the multi-phase transitional program. It allows the Department of Corrections (DOC) to place offenders back into the community through a process that enhances the opportunity for success.

Except for those convicted to life without parole, convicted felons in state custody will be released and returned to the community at the end of their sentence. This represents over 98 percent of the offenders sentenced to DOC. Many will need work release to assist in their transition back into the community.

Work release provides a bridge between prison and life outside of prison. It represents an opportunity for offenders with only six months left to serve to gradually adjust to community life. It provides an opportunity for the Department and the community to

monitor that adjustment and ensure the offender is establishing the necessary positive contracts and resources in the community while still involved in the structured environment of work release.

Work Release allows offenders limited access to the community to:

- find employment
- re-establish family ties and renew family support
- pay taxes
- pay legal financial obligations to the court and/or victims
- pay for part of the cost of their incarceration
- save money necessary to begin again

Will all offenders be able to go to work releases?

Only offenders who earn minimum custody status can have the privilege of participating in a work release program.

Why go to work release at all?

The greatest benefit of the program is that it enhances the chances of remaining in the community. Offenders that complete a multi-phased transition, which includes participation in both pre-release and work release programs, are more likely to successfully function outside of prison and not re-offend.

While in a work release, offenders:

- Are confined unless they work or are on a supervised outing to visit family members. These outings are always in the presence of a sponsor who has undergone a criminal background check, and adjudged responsible for the offenders actions.
- Undergo frequent tests for substance abuse.
- Are monitored on their trips back and forth to work to ensure their movements allow enough time to get to work without any pre-arranged stops.

- Continue therapy, parenting classes, anger management training, and substance abuse group participation such as Alcoholics Anonymous or Narcotics Anonymous.
- Monitored for behavior appropriateness in the workplace and other locations.

Work release facilities offer graduated programming which allows the offender increased periods of release to the community based on responsible behavior. The average stay in work release is four months.

The Department also offers special programming for the mentally ill and developmentally disabled in work release. Lincoln Park Work Release offers services to the mentally ill and Rap House provides services for the developmentally disabled.

Ahtanum View Correctional Complex
Work Release Center
2011 S 64th Avenue
Yakima, WA 98903
(509) 573-6318

Bishop Lewis Work Release
703 – 8th Avenue
Seattle, WA 98104
(206) 464-7000

Bellingham Work Release
1127 N Garden Street
Bellingham, WA 98225-5039
(360) 676-2150

The Brownstone Work Release
223 S Browne Street
Spokane, WA 99201
(509) 456-4065

Clark County Work Release
707 W 13th Street
PO Box 61447
Vancouver, WA 98666
(360) 699-2166

Eleanor Chase House Work
Release
427 W 7th Avenue
Spokane, WA 99204
(509) 456-6318

Lincoln Park Work Release
3706 S Yakima
Tacoma, WA 98408
(206) 471-4548

Longview Work Release
1821 1st Avenue
Longview, WA 98632
(360) 577-2211

Madison Inn Work Release
102 – 21st Avenue E
Seattle, WA 98112
(206) 720-3013

Olympia Work Release
1800 – 11th SW
Post Office Box 7689
Olympia, WA 98507
(360) 586-2731

Peninsula Work Release
1340 Lloyd Parkway
Port Orchard, WA 98366
(360) 895-6158

Progress House Work Release
5601 – 6th Avenue
Tacoma, WA 98406
(206) 593-2884

Rap House Work Release
3704 S Yakima
Tacoma, WA 98408
(206) 471-4546

Helen B. Ratcliff House Work
Release
1531 – 13th Avenue S
Seattle WA 98144
(206) 720-3005

Reynolds Work Release
410 - 4th Avenue
Seattle, WA 98104
(206) 464-6320

Tri-Cities Work Release
mail:
Post Office Box 1318
Pasco WA 99301
524 E Bruneau
Kennewick, WA 99336
(509) 585-1560

PRE-RELEASE

Pre-release facilities provide a preparation period between prison and Work release.

The Department operates two pre-release facilities- one, a coed facility, in Medical Lake in Eastern Washington, and one, a female facility, in Tacoma in Western Washington.

In pre-release, offenders receive academic and vocational training, job seeking assistance, life skills training, stress management, anger management, substance abuse treatment, and other services. Offenders may remain in pre-release up to 12 months and may transfer to work release, or release directly to the community.

Tacoma Pre-Release
(Western State Hospital Grounds)
Post Office Box 881038
Steilacoom, WA 98388
(253) 761-7610

Pine Lodge Pre-Release
Post Office Box 300
Medical Lake, WA 99022-0300
(509) 299-2300



As a visitor or when making an inquiry, you may come in contact with a variety of staff. The following provides a brief overview of staff roles within a prison:

Correctional Officer (CO) – The role of the Correctional Officer is to assist in controlling, directing and monitoring the movements and activities of offenders. They make sure institution rules are followed ensuring the safety and security of offenders, staff, visitors and the community. As a visitor, you will frequently come into contact with Correctional Officers.

Correctional Sergeant – Sergeants supervise Officers and have a variety of duties depending upon where they are assigned. Each facility has a Public Access or Visit Sergeant who can generally resolve issues relating to the visiting process.

Correctional Lieutenant – A Correctional Lieutenant is responsible for security operations during his/her shift and supervises Correctional Sergeants. This position manages any response to emergency situations which may arise.

Correctional Captain – This is the senior custody staff member responsible for facility-wide custody and security operations and supervision of Lieutenants.

Community Corrections Officer (CCO), Classification or Correctional Counselor (CC) – Each offender has an assigned CCO or CC, depending on the facility. They handle day-to-day issues or concerns of offenders in a housing unit. Counselors are responsible for offender classification and case management (education and work programs) and release preparation. CCO's are also in the community offices and work release facilities, providing a similar service to offenders who are on community supervision as to those in a facility.

Correctional Unit Supervisor (CUS) – A CUS is responsible for the management of a housing unit including the supervision of Classification or Correctional Counselors and custody staff (Sergeants and Correctional Officers).

Correctional Program Manager (CPM) – The Correctional Program Manager is responsible for various program areas of a facility including offender housing units and the supervision of Correctional Unit Supervisors. The CPM manages the offender classification process.

Associate Superintendent – An Associate Superintendent assists the Superintendent with the operation of the facility. Larger facilities may have more than one Associate Superintendent while smaller facilities may not have any.

Superintendent – The Superintendent is the chief administrative officer of a correctional facility with overall responsibility for facility management.



Communication with family, friends, and others is important to those who are incarcerated. Collect call telephones are available at designated times and locations for offender use. The following information explains how and when telephones may be used.

Can I call an offender?

No. See the following section for emergency messages.

How are calls made and who pays the charges?

All calls from the regular offender telephones must be collect. At the beginning of the call, there will be a pre-recorded message stating that the call is from an offender who is confined at (the name of the facility) followed by an electronic announcement of the offender's name. You may choose to press "2" to hear the rates for the call first. If you accept the call, the charges will be placed on **your** telephone bill.

There is a 20 minute telephone call time limit. Both parties will hear a message at three intervals that tells them how much time remains (2 minutes, 1 minute, 30 seconds). After 20 minutes, the telephone call will automatically disconnect.

Individual facilities may allow offenders to place International calls. The offender may ask if this is allowed at his/her particular facility, and what procedures need to be followed.

Are calls recorded or monitored?

Yes, for the security of the facility, we require all calls to be monitored, with the exception of legal calls. All legal calls must be scheduled and placed through the offender's assigned Classification Counselor.

What if I receive unwanted calls from an offender?

Do not accept the collect call. Contact the facility in which the offender is located and let them know of the unwanted call, plus you will need to provide your phone number. The number may be removed from the system at your request so it cannot be called in the future.

The Department of Corrections understands the need for family members to notify offenders in the event of a serious family emergency.

How can an emergency message be relayed?

During normal business hours you should request to speak with the offender's assigned Counselor or Unit Supervisor. After hours and on weekends or holidays, you should request to speak with the Shift Supervisor.

Verified emergency messages may be relayed to the offender regarding the critical illness or injury, death or similar urgent situation experienced by members of the offender's immediate family. Do not be upset if you are told that the information must be verified before it is relayed. Inaccurate information can be unnecessarily distressing to the offender. It is important that you work closely with staff, giving them as much accurate information as possible.

Once the information has been verified, appropriate staff or the institutional Chaplain will share the message with the offender. If requested, the offender can be referred to the appropriate staff member for counseling and support. A telephone call or special visit with immediate family members may be authorized.

Can an offender be released for a short time due to an emergency situation?

Furloughs or releases from prison are not granted, however an offender may be considered for a funeral or bedside visit (when death is imminent) for immediate family members only. Approval is at the discretion of the Superintendent.

The offender may be allowed an escorted bedside visit to a hospital or nursing home or be escorted to attend the funeral, but will not be allowed to do both. The bedside visit or funeral must occur within the state of Washington.

Expenses are generally the responsibility of the offender or his/her family and must be arranged before the bedside visit or funeral trip. If the family is paying the cost of the trip, the offender's Counselor will provide an estimated cost.



Welcome visitors! Visitation serves an important role in preserving the relationship between offenders and their family and friends. You can make a positive and powerful difference to your loved one during his or her incarceration. The department strives to make visits comfortable and pleasant, however, it is important to remember that visiting is a privilege and is regulated. The following is a brief outline of the visiting rules.

What are the scheduled visiting hours?

The number and length of visits, as well as schedules vary amongst the facilities, so it is important that the offender provide you the information regarding the specific days and time in which you are allowed to visit. Visiting schedules and rules are available to all offenders and they are responsible for sharing the information with you.

Be aware, unforeseen security problems might interfere with visiting, causing delayed, shortened, suspended or cancelled visits. This is unusual, but it does occasionally occur.

How do I get approval to visit an offender?

Before you can be placed on an offender's visiting list, you must complete the approval process. The offender is responsible for sending you the visitor application. Fill out the application and return it to the facility where the offender is housed. It takes an average of 3 to 6 weeks for an application to be processed and a criminal background check to be completed. If you are approved, you will be added to the visiting list and the offender will be notified. Some facilities may send you a courtesy notification of your approval. However, it is generally the offender's responsibility to notify the approved applicants. If your application is denied, you will be provided notification including the reason(s) why.

When an offender is transferred, his/her approved visiting list is forwarded to the new facility. You may not be required to reapply at each new facility, however background checks could potentially be required.

NOTE: Work Release facilities do not use the same visiting records and new applications must be submitted when an offender transfers to or from a Work Release.

An individual may be on the approved visiting list of only one offender at any one time.

Can a minor (person under the age of 18) visit?

Yes, but they must be on the approved visiting list with the Parent/Guardian consent portion of the questionnaire completed and notarized. An original *certified* copy of the child's birth certificate, as issued by the state or county of birth, must accompany the application. This will be returned as soon as the application process is complete. Guardianship of all minors must be verified by providing a certified copy of the court order establishing legal guardianship.

Minors must be accompanied and under the direct control during the entire visit by their non-incarcerated parent/guardian. At the Superintendent's discretion, exceptions may be granted authorizing a minor to be accompanied by an adult other than the parent/guardian if:

- The non-incarcerated parent/guardian requests this in writing;
- The individual accompanying the minor is on the offender's visiting list; and
- The minor is a member of the offender's immediate family.

Is there a limit on the number of persons on a visiting list?

Yes. Offenders may have up to 20 persons (minors and adults) on their visiting list at any one time, but additional restrictions may apply at individual facilities. It is best to check with the offender to find out how many are allowed at his/her location.

What identification is needed?

Visitors aged 16 and older must present a *current* piece of photo identification. Acceptable identification may include a driver's license, military identification, Indian tribal identification, state

identification card, state or federal agency identification, passport or other valid entry documentation. Although not required, a state identification card is highly recommended for minors under the age of sixteen.

What items can we bring to a visit?

Visitors may only bring limited items into the facility visiting room to ensure a safe and secure environment and efficiency in processing visits. Superintendents may authorize items in addition to the following minimum allowable items:

- \$10 in change per visitor (or a vending machine debit card) for those facilities that have vending machines available.
- Life sustaining medication needed during the visiting period if the visitor provides proof of prescription.

NOTHING CAN BE GIVEN TO OR EXCHANGED WITH THE OFFENDER IN THE VISITING ROOM.

What infant supplies are allowed?

Items authorized for infants and toddlers include:

- 3 diapers
- 2 *clear* plastic bottles containing water, juice, milk, or liquid formula
- 1 pacifier or teether (as long as it passes security inspection)
- 1 blanket (non-quilted) to wrap a young infant
- 1 change of clothing

Individual facilities may vary on what items are allowed for infants and toddlers. The offender needs to provide you with this specific information.

Will I be searched?

All visitors, their belongings, vehicles, and any container and/or bag that is brought onto the institution grounds could possibly be searched. A visitor has the option of refusing to be searched but then may be denied visiting privileges or entrance to the institution.

Is there a dress code for visitors?

Yes. Only clothing that is conservative, modest and meets these standards will be acceptable.

- All clothing must be clean and in good repair. All buttons or closures must be fastened to the degree necessary to maintain modesty.
- All visitors must wear socks, stockings, or pantyhose.
- Undergarments must be worn. Male visitors must wear boxer shorts, briefs or long underwear. Female visitors, as determined appropriate, must wear briefs, brassieres, and pantyhose, leotards, or nylons and briefs must be worn with dresses or skirts.

The following clothing is *not* allowed:

- Items with holes, rips or tears
- Low cut item exposing undergarment, cleavage or back
- Sheer, transparent or mesh fabrics
- Tight fitting clothing (which includes, but is not limited to jeans, spandex, lycra or other stretch, rubberized or elasticized garments)
- Clothing that refers to obscenity, alcohol, drugs or sex in any form
- Coullottes, shorts, cutoffs, halter tops, tank tops, sleeveless blouses or shirts
- Thongs or shower shoes, quilted snow or foul-weather style boots or shoes
- Dresses/skirts with hemlines or slits higher than 3" above the center of the knee
- Wrap around clothing with full length openings
- Skirts that are so tight that they may prohibit search
- Camouflage clothing
- Bibbed attire (overalls, etc.)
- Money belts or belts with compartments
- Excessive jewelry or non-searchable jewelry styles
- Headgear, wigs, or excessive hair ornaments unless medically required and written verification is provided or part of a religious practice

- Visitors should not wear clothing that is difficult to search (i.e. excessive pockets or padding, layering of one outer garment over another, etc.)
- Any item considered to be a threat to the security and safety of offenders, visitors or staff

Individual facilities may make exceptions for infants and toddlers.

What physical contact is allowed during a visit?

Visitors and offenders are allowed one brief embrace and kiss at the beginning and end of the visit. Some facilities permit small children to sit on the lap of the offender, however, this is at the discretion of each facility and may be restricted by visit staff due to individual behavior or circumstance. *The only other contact permitted at any other time is hand holding above the table.* While it is often difficult to limit physical contact with a loved one during a visit, it is necessary to preserve order in the visiting room and to ensure that others are not offended by open displays of affection. If you fail to abide by these rules, the visit may be terminated and possible suspension of visiting privileges may occur.

Can restrictions be imposed on visiting privileges?

Yes, unfortunately, some visitors abuse visiting privileges by improper conduct, disruptive behavior, participation in illegal activities or conduct that presents a risk to the safety and security of the facility, staff, or others. When this occurs, those involved may have their visiting privileges revoked for an appropriate amount of time based upon the seriousness of the action.

Can I marry an incarcerated person?

The Department neither approves nor disapproves of offender marriages, however, maintaining a loving relationship during incarceration is recognized and supported by the Department. Each facility has its own procedures for offender marriages. If you are planning to marry an offender, his/her assigned institution counselor should be available to answer your specific questions.

Bus Service

The Matthew 25:36* House of Hospitality and The Family Bus Service are programs of the **Simon of Cyrene Society, Inc.**, at **PO Box 201, Monroe WA 98272**, phone number **(360) 794-8720**.

The Family Bus Service has scheduled round trips made from Seattle to Department of Corrections' institution areas: Walla Walla, McNeil Island, Clallam Bay, Forks, Purdy, Shelton, and Monroe. Trips are on Saturday **or** Sunday, except Walla Walla which takes the entire weekend.

This is not a program of the Department of Corrections, however, it is a wonderful program that can assist you in visiting your loved ones. Please contact the Simon of Cyrene Society, Inc. for further information about this valuable service.



The Department realizes the importance of maintaining strong family ties, and thus provide opportunities for Extended Family Visits (EFV). The EFV is a visit between an offender and his or her immediate family member(s) that occurs in a private housing unit. The visits are for up to 48 hours. There must be a gap of at least 30 days between extended family visits (in most cases it will be more than 30 days).

Are all offenders eligible for extended family visits?

No, in an effort to provide as safe and secure an environment as possible, a strict set of guidelines have been developed and must be met prior to an offender's approval for an extended family visit.

Some of the offender guidelines and considerations include:

- Must have medium custody level or lower
- Must have at least 12 consecutive months since arrival at the Department of Corrections on the current commitment
- Behavior and rule violation history
- Criminal history including any pending charges or detainers
- Work and school participation during incarceration
- Release date and sentence structure
- History of domestic violence or child abuse
- Mental and physical health
- Successful participation in regular visiting program.
- Crime of conviction

What are the requirements that must be met before visitors can be approved?

Some of the visitor guidelines and considerations are as follows:

- Must be immediate family member and provide legal verification of the relationship
- Spouse must provide legal verification of the marriage (the marriage must have taken place **prior** to incarceration, including jail, for the current offense)
- If you are not a U.S. citizen, you must provide proof of legal entry into the United States
- Criminal history check (to ensure the visitor is not on any form of active supervision, has pending felony or drug related

charges, outstanding warrants or no contact orders prohibiting the visit)

- Must be on the offender's approved visiting list
- Successful and trouble-free participation in the regular visiting program prior to approval is required

*Who has the **FINAL** authority for determining an offender's eligibility for the Extended Family Visit program?*

The Superintendent of the institution in which the offender resides.



One of the most important ways to stay in contact with an offender is through the mail. Family and friends are encouraged to write. Even if you are coming to visit soon or have talked on the telephone, a letter is appreciated.

How should mail be addressed?

To ensure delivery of your correspondence, you must include your return address and address the envelope as follows:

Offender Name and DOC Number
Name of the Institution and Housing Unit
Post Office Box or Street Address
City, State and Zip Code

The addresses for specific facilities is located on pages 5 through 21 of this booklet.

Is mail inspected?

Yes, all incoming and outgoing mail will be inspected by facility staff. Mail is examined to prevent offenders from receiving or sending contraband, or any other material that may compromise the safety and security of the facility.

If any portion of an offender's incoming or outgoing mail is restricted, the facility will provide written notification of the mail rejection to the offender and the sender. The notification will include the reason for the restriction and the name and address of the sender. The process does allow the offender and/or sender to appeal the mail rejection.

Several items are restricted from being sent to an offender including stamps, cash and personal checks.

What is not allowed to be mailed to an offender?

(Please note: the WCC Reception Center has a more strict policy on incoming mail. The offender should inform you what is allowed.)

Unauthorized incoming mail includes mail:

1. From an individual with whom contact is restricted;
2. Containing threats of physical harm against any persons or any other threats of criminal activity;
3. Containing blackmail or extortion threats;
4. Which is, or contains, contraband or concerns sending contraband in or out of the facility;
5. Depicting or describing the procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices;
6. Containing plans to escape or depicts or describes blueprints or operational detail of an existing facility's security devices (i.e., locks, electronics, facility grounds/buildings);
7. Containing plans for activities in violation of facility rules or for criminal activity;
8. That is in code;
9. In a foreign language with contents that are not understood by the inspecting staff, and reasonable efforts to have the mail interpreted have been unsuccessful;
10. Containing information that, if communicated, could create a risk of violence and/or physical harm to any person;
11. Which is obscene or sexually explicit material as defined by policy;
12. (Publications) that are deemed to threaten legitimate penological objectives;
13. That advocates that any ethnic, racial, or religious group is inferior for any reason and makes such group the object of ridicule and scorn, and may reasonably be thought to precipitate a violent confrontation between the recipient and a member(s) of the target group;
14. That has been purported to be legal mail, but upon visual scanning for contraband, the mail is determined to be general correspondence;
15. Containing cash or personal check(s);
16. Containing markings that are discriminatory in a racial/ethnic/religious or sexual manner and/or contains mark-

- ings of gang symbols or symbols of other unauthorized groups;
17. Containing a photo where the non-photo side is, or can be, separated from the photo side of the picture (i.e., Polaroid snapshot);
 18. Containing stamps;
 19. With stickers, or stamped with rubber stamps, on *or* in the envelope;
 20. (Greeting cards) that are padded, laminated, musical, and/or larger than 8"x10";
 21. Containing cassette tapes, *except for*:
 - a. Letter tapes between an offender and/or his/her correspondent that have a legitimate need (i.e., disability, illiteracy, etc.) to correspond orally and the Superintendent's designee has pre-approved the oral correspondence, or
 - b. Pre-recorded tapes sent directly from the vendor/publisher.

Cassette tapes must be clear (see through).
 22. Containing more than a single magazine article per envelope and/or the magazine article violates any criteria established in the policy;
 23. Containing book clippings of any size;
 24. Containing more than 10 newspaper clippings per envelope and/or the newspaper clipping violates any criteria established in the policy;
 25. Containing catalogs;
 26. (Publications) unauthorized by this policy;
 27. (Publications) not mailed directly from the publisher/retailer;
 28. Containing items that were not ordered and approved in advance through facility-designated channels;
 29. Containing sweepstakes, contests, lottery tickets, or other mailings soliciting or offering games of chance.
- Publications that have a sweepstakes or contest entry in them will not be restricted, however, offenders are not authorized to enter sweepstakes or contests of any type;

30. Containing photocopies or carbon copies, except for:
- a. Photocopies/carbon copies that meet the definition of legal mail;
 - b. A single copy/carbon copy of an item that would otherwise be allowed (multiple copies of the same document are not allowed);
 - c. One photocopy from a vendor;
 - d. Photocopies of birth certificates, marriage licenses, death certificates, or other legal documents affecting status, if sent from a city, county, state, or federal court, or a person who is initiating visiting privileges and the copy pertains to the visitor approval process.

Can magazines or newspapers be purchased as a gift and sent to an offender?

Yes, offenders may receive a reasonable number of new books, newspapers and magazines sent *directly from the publisher*.
(Magazines are not allowed at the WCC Reception Center.)

What should I do if I receive unwanted correspondence from an offender?

If you receive unwelcome mail or threatening letters from an offender, notify his/her institution in writing that you wish the correspondence to stop. You should also provide a copy of the letter(s) received. The offender will be directed to stop writing to you. If the offender continues to write after being told not to, let the facility know. The offender will then be referred for possible disciplinary action.

Great emphasis is placed on the food served in our institutions. A Food Service Program Administrator oversees the statewide Food Service Program and a full-time Registered Dietitian certifies a standard menu that is followed by all Washington State institutions. All food products used in the preparation of meals are USDA inspected and are of high quality. Offenders are served three nutritional, appetizing and varied meals each day. Special meals are prepared and served on traditional holidays (Thanksgiving and Christmas) and for various cultural celebrations throughout the year.

Institution food service departments provide modified diets for offenders whose religious beliefs include special dietary needs such as kosher or no pork. They also work closely with the medical department to provide therapeutic diets as prescribed by health care staff.



Each major institution has a Store where offenders can purchase personal hygiene items, foods, snacks, soda, radios, televisions, tobacco products, postage supplies, writing materials, vitamins and other personal items. Those items available at the Store for purchase cannot be sent in by family or friends. Please see the Mail and Property sections for detailed information as to what can be mailed to the institution. (Offenders who are under the age of 18 may not purchase tobacco products, nor are tobacco products available at Stafford Creek Corrections Center.)

How can purchases be made from the Store?

Each offender is allowed to make purchases from the Store on specifically assigned days by submitting a store order, and the offender must have funds in his/her trust account. Staff process the order and deliver it to the offender's living unit, or other designated area, where the offender receives and signs for the items.

How are profits generated from store purchases used?

Profits from Store sales are deposited to the Offender Welfare/Betterment Fund. This fund is used for the benefit of the offender population for such things as:

- Store staff salaries and benefits
- Recreation supplies
- Recreation staff salaries and benefits
- Hobby craft small tools
- Extended Family Visit program
- Visiting area supplies (games for children, pictures for walls, etc.)
- Library supplies
- Religious supplies

The Department of Corrections provides offenders with all of the necessities they will need while incarcerated. Offenders will be issued suitable clothing that is presentable, durable, and acceptably fits the offender and the climate. As needed, offenders assigned to special work details are issued appropriate protective clothing and equipment. However, offenders may receive new/approved property items. This section provides guidelines that need to be followed in order to avoid unnecessary costs to the offender or his/her family.

What property can be sent to an offender?

Each offender is provided with a Maximum Allowable Personal Property Matrix (MAPPM) which identifies the types, value, and amount of personal property authorized for offender retention at the different security levels. Offenders are responsible for ensuring that the value of the property in their possession is no greater than the dollar values identified on the MAPPM.

NOTE: Each institution has its own property policy that may be more restrictive than what is listed in this booklet. Offenders have access to that policy and they need to be aware of the regulations. To be sure of what you can or cannot send, please request this information from the offender.

What happens if the property is not authorized?

Offenders are allowed to dispose of their excess or unauthorized personal property by shipping it to a non-incarcerated person, at the offender's expense. Offenders have 30 days to accomplish this disposition.

If the offender is without funds, refuses to pay the required postage, or refuses to designate an individual to receive the property, the items will be donated to a charitable organization or destroyed by staff.

How do offenders get personal property other than those provided by the facility?

Offenders may acquire personal property only through the following sources:

- Store orders
- Purchasing items directly from an approved vendor
- Quarterly package received from family or friends
- Educational or Religious Programs

Offenders in work release are allowed personal property that supports finding and maintaining employment.

What is a Quarterly Gift Package and when can I send one?

Quarterly packages are a gift package you may send to an offender that includes those items that are otherwise not available to an offender through the facility store or any other purchasing outlet provided by the facility. In order to send an offender a quarterly package, the offender must send you a Quarterly Package Authorization form.

An offender may receive one gift package (not to exceed 15 pounds in weight including packing materials) on a quarterly basis. Quarterly periods consist of December through February; March through May; June through August; and September through November. Newly admitted offenders shall not receive a package(s) while assigned to the Reception Center.

In the event a package contains unauthorized items, it will be rejected and the offender will be held responsible for the shipping costs to mail the item(s) out of the facility. If a package contains contraband that is subject to criminal prosecution, the entire package will be turned over to the appropriate law enforcement agency. Packages containing contraband not subject to criminal prosecution shall have the contraband removed and rejected, and the remainder of the package will be delivered to the offender.

The following restrictions and guidelines apply:

- Prices listed on the quarterly gift authorization form are the maximum purchase price allowed. Price tags must remain on the clothing items and a store sales slip must be included in the package along with the gift package authorization form. (Note: These restrictions do not apply at the Washington Corrections Center for Women with the exception that store tags must be attached).

- All clothing must be machine wash and dry. No dry clean, hand wash or hang to dry items will be allowed.

What items are NOT allowed?

The following items are *prohibited*:

- ✓ Military, camouflage, or clothing which resembles the color or style of a staff uniform (including coveralls and jumpsuits);
 - ✓ Hooded clothing and ski masks;
 - ✓ Patches, graphics, and writing on clothing (no larger than 2"x2") except for logos associated with the brand name of the manufacturer (e.g., Nike logo, but no larger than 2"x2"). T-shirts with sports team logos are not acceptable since the teams do not manufacture the T-shirts;
 - ✓ Leather garments including gloves;
 - ✓ Over-sized clothing;
 - ✓ Gang or gang-related colors and/or clothing, including symbols, determined to represent a gang affiliation;
 - ✓ Female clothing for male offenders;
 - ✓ Male clothing for female offenders;
 - ✓ Clothing which has been altered from its original color; and/or
 - ✓ Altered (tailored) clothing.
- Do not gift wrap items. Gift wrap will be destroyed upon package inspection.

What happens to an offender's property when he/she is moved to another housing area in the same facility or transferred to another facility?

The offender's property is moved with him/her as long as he/she is not placed in a restricted housing unit. If in restricted housing such as segregation or medical, the property will be stored.

If the offender is transferred to another facility, he/she is permitted to take two boxes of property with him/her in the transport vehicle. Additional property must be shipped at the offender's expense. If an offender has a television or oversized radio, musical instrument, etc., that needs transferred, he/she is required to pay shipping costs prior to repossession of the item.

Each offender has a (non-interest bearing) Inmate Trust Account where funds are deposited. Withdrawals may be made for a variety of reasons, including but not limited to:

- Postage
- User Fees
- Education
- Health Care Co-payments
- Store Purchases
- Legal Fees
- Child Support Enforcement
- Debts

Offenders are not allowed to directly or indirectly transfer funds between another offender's account or exchange funds or items of value with staff, other offenders, volunteers, or sponsors.

Offenders may not withdraw moneys to establish or make deposit to accounts, investments, certificates of deposit, or credit accounts outside of the Department's offender trust account. Offenders are not allowed to bank through the mail or conduct monetary transactions except through their offender trust account.

All non-exempt deposits, earnings, gratuities and incentive pay are subject to established mandatory deductions. Department of Corrections Policy Directive 200.000 provides detailed information regarding Inmate Trust Accounts.

May I send money to an offender?

You may mail a money order only, to be deposited to an offender's trust account. When doing so, you ***must*** include the offender's full name and DOC number on the money order. **NOTE:** Some institutions require that you be on the offender's approved visiting list prior to sending a money order – please be sure to verify with the offender if this pertains to his/her facility.

Money sent into the prison for offender use are subject to deductions of 35 percent, as directed by the law, RCW 72.09.480, which are:

Savings – 10 percent of the amount; Crime Victims Compensation – 5 percent; and Cost of Incarceration - 20 percent.

The 10 percent for savings is then put into an account for the offender and is not accessible until his/her time of release, unless an emergent request is made by the offender and approved by department management.

Crime Victims Compensation is sent to the Department of Labor and Industries to assist victims of crime. This is not associated with the inmate's Judgment and Sentence.

Cost of Incarceration is sent to Correctional Industries, Department of Corrections to support the work programs designed to assist offenders with job opportunities.

When are deposits credited to an inmate trust account?

Funds are deposited to the Inmate Trust Account within three working days of the date on the mailroom receipt and are subject to mandatory deductions and debt collection with the remaining funds available to the offender.

Offender health care services are provided by on-site health care staff and/or contracted private providers. Emphasis is placed on prevention, care, and early identification of health concerns to prevent chronic health problems. All health care providers are licensed to practice in the state of Washington, many have advanced training and are certified in various specialties. The providers offer appropriate, high quality, cost effective care in accordance with the Department's Offender Health Plan.

How does an offender make an appointment with medical or dental staff?

Offenders who need medical or dental care must complete a written request (kite) which will be screened and prioritized. Appointments are scheduled by medical or dental staff. Emergency medical care is provided as necessary.

Can our family physician be used to provide medical services?

No, but offenders are encouraged to have medical records forwarded to the institution's medical unit for review and inclusion in the medical file. Outside services are used as needed through contracted specialists. Medications may not be sent by family or other outside sources.

What if treatment by a specialist is necessary?

Community specialists are available to provide medical treatment or recommendations for care. Services may include cardiology care, orthopedics, dermatology, oncology, hematology, oral surgery, general surgery, and gynecology. Chronic care clinics are also established within our facilities to provide services to offenders who need cardiovascular care, pulmonary care, infectious diseases, endocrine care, maternity care, neurology care or other special needs which require regular medical reviews.

What if hospitalization is required?

Several facilities have an on-site infirmary which provide 24-hour observation and care by licensed health care staff. Community hospitals are utilized to provide medical care and treatment when hospitalization is required beyond what is available at a facility.

If hospitalized in a community hospital, can we visit or contact the hospital to find out the condition of an offender?

No, all information about the medical status of an offender must be provided through the institutional medical staff. In case of serious or critical illness, staff will notify the offender's identified emergency contact of the offender's status. Our laws prohibit the release of any medical information without the offender's written consent, therefore information provided may be very limited. Hospitals, outside providers, and staff who are assigned to remain with the patient are advised in advance that the offender may not receive visits and no information can be provided about the offender. This is to ensure the security of the public, hospital administrators, other patients, and the offender. If the family attempts to visit an offender patient at a hospital, the patient may be moved to another location for continued care.

What if there are questions about treatment or medical conditions?

Family members are often concerned about the medical condition of an offender and the Department, like any medical care provider, must abide by the statutes governing the patient's right to confidentiality of medical records. The offender must sign a medical release that authorizes the Department to provide you with information and updates regarding the medical condition and treatment being administered. Regardless, you should contact the facility's Health Care Department when you have questions about medical care or treatment.

Can special visiting or telephone contact be made to provide reassurance?

In cases of serious illness, special visits may be arranged through institutional staff. Again, it is important that you do not attempt to visit or call an outside hospital or physician without first receiving authorization through the institution.

Do youthful offenders receive specialized medical services?

Yes, a youthful offender is defined as any person under the age of 18 tried, convicted and sentenced as an adult incarcerated in an

adult correctional facility. Youthful offenders will be provided age appropriate medical and dental assessments and services as well as specialized counseling, psychiatric, psychological and case management services to meet mental health needs.

How are eyeglasses provided?

There are two ways in which an offender may receive corrective eyewear. The Department will provide the offender with the standard issue frame with prescribed lenses. Different facilities have different procedures for the offender to purchase personal glasses from an outside vendor. Glasses sent in from outside are subject to examination by medical/custody staff.

What efforts are made to control contagious disease?

All guidelines of the Center for Disease Control and the Washington Department of Health are followed. Offenders are tested for infectious disease upon arrival into the Department including sexually transmitted diseases and tuberculosis. Routine tuberculosis testing continues to occur for both staff and offenders. Isolation will result if a health threat is posed to the offender or others.

Are mental health services available?

The Department has several options for providing mental health care to those who require treatment. All major institutions can provide temporary or short-term inpatient psychiatric care for crisis management and stabilization. Professional mental health staff, including psychologists and psychiatrists, are available to meet with offenders and conduct psychological and psychiatric evaluations. Staff may also provide individual and group therapy.

Who should be contacted if mental health care services are needed?

If you believe an offender is having difficulties, is under unusual stress, or even suicidal, you should encourage him or her to contact medical staff or you may contact the offender's counselor who can assist in arranging an appointment.

What types of facilities are available for the chronically mentally ill?

Chronically mentally ill offenders, whose stabilization requires more specialized custodial care, are transferred to those institutions within the Department of Corrections with long-term inpatient mental health facilities.

What dental services are available?

The major facilities provide routine dental screening and restorative care such as fillings, extractions, and treating infections. Routine cleaning is provided every two years based on availability of the hygienist. Dentures are provided if needed. The facilities also have contract oral surgeons for patients that require those procedures. No cosmetic services are provided.



Sometimes family members or friends wish to know how a cell mate is assigned. Attempts are made to ensure a cooperative and safe environment within the facilities.

Does an offender get to choose where he or she is housed within the facility?

No, he/she may request a cell change, but bed space and institution need are the main concerns.

How do you determine who someone should or shouldn't share a cell with?

Age

Affiliation with a group, for example, gangs, etc.

Separation concerns (from whom they should be separated)

Work assignments

Medical concerns

Mental health issues

Protection issues

Violent behavior

Space availability

Not all of these issues apply to every offender, however all are possible considerations.

What happens if an offender has problems with his or her cell mate?

He or she should speak with a counselor or unit supervisor to explore other possible housing options.

Offenders will sometimes be transferred from one facility to another. Factors that are considered when transferring an offender include, but are not limited to, behavioral issues, bed space, change in custody level, medical and mental health issues, separation concerns, and work/education programs.

Can an offender ask to be moved to another facility to be closer to the family?

In the Department, we recognize that visiting is an important program, however it isn't always possible to have all offenders located close to where their family members live. We encourage you to maintain contact through letters. Letters are something that an inmate can pick up and reread at any time of the day or night. This provides comfort that even a phone call or personal visit doesn't offer.

What if a close family member is ill and cannot visit the offender?

For these requests, the family member should send a letter from his or her attending physician to the offender's counselor, along with the offender submitting a transfer request for consideration by institution staff.



The Department of Corrections is committed to maintaining and expanding offender work/training programs which develop marketable job skills, instills and promotes a positive work ethic among offender workers, and reduces the tax burden of corrections. In addition to providing valuable work/training and experience for offenders, earnings from a job helps the offender pay for personal items (i.e., shampoo, deodorant, etc.).

What type of jobs are available to offenders?

Work assignments fall into one of the following categories:

- Class I Industries (Private Sector Partnerships) – Allows private companies to set up their businesses within state correctional facilities. The company provides management, on-site supervision, on-the-job training, and all machinery and equipment. Private industry staff interview and hire offenders at wages comparable to those in the community. Department of Corrections provides industrial space, vocational training and custody supervision according to the needs of the institution and the employer.
- Class II Industries (Tax Reduction Industries) – Are businesses owned and operated by the state. They produce goods and services for tax-supported and non-profit organizations. Class II manufacturing and service operations generate funds from the sale of goods and services to support their activities.

Minimum security offenders may also work in communities providing services at a reduced cost. Public and non-profit agencies may hire an offender under this type of program to work on-site at their location; provide work supervision and pay up to minimum wage. These programs are managed by institution staff.

- Class III Industries (Institution Support Services) – Are managed by facility staff. Offenders who work in Institutional Support Services may be assigned to jobs in food service, groundkeeping, laundry, maintenance, clerks, etc.. These jobs

are vital to institutional operations. They also provide the offender with initial training, work experience (introducing them to the work ethic), and provide them with new skills.

- Class IV Industries (Community Work Industries) – Are primarily supervised by Department staff at minimum security camps. The Class IV program is designed and managed to provide service to the offender's resident community at a reduced cost. Public and non-profit agencies may hire a Class IV offender to work on-site at their location. A unit of local government provides work supervision and pays the offender wages (to a maximum of the minimum wage).
- Class V Industries (Community Service Program) – This program is mandated by the Sentencing Reform Act of 1981 and allows for alternatives to confinement for non-violent offenders. Among these alternatives, judges may direct offenders to perform work (without compensation) for the benefit of the community. This work may be done through a program administered by Washington State, a unit of local government, or by a non-profit agency.

Offenders working for private sector companies (Class I Industries) have payroll taxes deducted just like all other workers. Class I and Class II workers also contribute a portion of their earnings to their cost of incarceration, the victim's compensation fund and repay financial obligations and other debts. An additional ten percent of gross earnings is held in a mandatory savings account available to the offender upon release. Offenders in other types of industry jobs contribute to either the cost of incarceration or the victims' compensation fund as well as the repayment of debts and legal financial obligations.

The Department provides education services at prisons and pre-release facilities. Upon admission to a reception center, offenders will be tested to determine basic academic skill levels.

Who provides offender education programs?

The Department contracts with community colleges for most programs, and local school districts for high school diploma program. The Employment Security Department provides transition services through the Corrections Clearinghouse. The Department also contracts with specialized nonprofit organizations.

What offender education programs are available?

The Department currently provides Basic Skills, Vocational Training, and Offender Change Intervention services.

- Basic Skills education includes adult basic education (reading, writing, and math) for offenders with a grade level score less than grade nine, General Educational Development certificate preparation for offenders between grade levels 9 and 12, English as a second language instruction, and Job Readiness. Offenders with a grade level below nine are automatically referred to Basic Skills education.
- Vocational Training programs vary at each facility, although all facilities offer a computer technology program. Other current programs include Welding, Building Maintenance, Drafting, Barbering, and Office Technology. Offenders may achieve a vocational certificate upon completion of most Vocational Training programs.
- Offender Change Intervention programs include Anger/Stress Management and Victim Awareness.
- High school diploma program is offered to offenders under the age of 18.

How does an offender enroll in education programs at the facility?

The offender should contact the assigned Counselor to find out which education programs are available. The Counselor will refer the offender to an education program, if appropriate.

Does the offender pay for education programs?

No fees are charged for Basic Skills and Offender Change Intervention programs. For Vocational Training, offenders will not be charged for the first completed vocational program provided by the Department; offenders will pay all costs for second and subsequent vocational programs not associated with their work program. If a second and subsequent vocational program is associated with the offender's work program, the offender pays part of the tuition on a sliding scale, based on income. Further details are available from the Counselor.



Each institution has a Recreation Program that contributes to a safe and secure environment by allowing offenders the opportunity to participate in supervised and structured physical and pro-social activities. It also encourages offenders to take responsibility for their own health and well being by adopting positive lifestyle activities. Each institution has recreation staff to supervise and monitor activities. Staff also coordinate yearly observances such as Juneteenth, Cinco de Mayo, state, and national holidays.

What types of activities are available?

Some institutions, depending on space available, have hobby craft areas for ceramics, woodwork, and leather crafts. Music programs are offered in a limited number of institutions. At most institutions, fitness classes are offered. Gym facilities with fitness and circuit training equipment are available. Outside yards are also available for outdoor activities.

Do the programs cost money?

A \$5.00 fee per quarter is mandated for some activities. Open gym, yard, and in-cell hobbies do not, as a rule, require a fee. Inmates, as per policy, must be major infraction free for 30 days to participate in fee-based programs.



The Department is committed to ensuring that the religious and spiritual needs of offenders are appropriately met (consistent with necessary security, health and safety requirements). Institutions are staffed with a Chaplain and programs are supplemented with Religious Volunteers. Religious services foster values and practices which are supportive of healthy and positive lifestyles and relationships, especially with families.

Which recognized religions are available?

Asatru

Buddhism

Christian (Interdenominational, Non-Denominational, Protestant)

Global Church of God

Hinduism

International Society of Krishna Consciousness (ISKCON)

Islam

Jehovah's Witness

Judaism

Moorish Science

Nation of Islam

Native American

Native American Church

Odinism

Rastafarian

Roman Catholic

Seventh Day Adventist

Sikh

The Church of Christ, Scientist

The Church of Jesus Christ of Latter-Day Saints

Unity School of Christianity

Wicca

The Department of Corrections seeks to create a prison environment that requires offenders to make progress toward demonstrating some of the same pro-social attitudes, behaviors, and skills that contribute to the success of law abiding citizens in the community. The goal is to reduce the offender's risk to the community upon release.

What programs are available to offenders?

Chemical Dependency – This is a treatment program for chemically addicted offenders to assist them in working on sustained change and recovery.

Moral Reconciliation Therapy (MRT) – This is a step-by-step cognitive behavior program designed to assist the offender in analyzing his/her life; setting and achieving present and future goals; and, making decisions at a higher level of moral reasoning. The goal is to reduce the chances of re-offending by increasing pro-social reasoning and behaviors.

Relapse Education Program (REP) – This is cognitive behavioral program for chemically dependent or antisocial offenders. The goals are to increase sobriety; decrease criminal behavior; and, increase prosocial behavior by encouraging or requiring participation in Alcoholics Anonymous, Narcotics Anonymous, or other self-help programs. It should be noted that this program is not a substitute for the Chemical Dependency Treatment Program.

Transition and Relapse Prevention (TARP) – This is a statewide program for sex offenders who are not or have not been involved in specialized sex offender treatment. It is designed to educate them in identifying and effectively intervening in high-risk behaviors/situations that have led to sexual offenses and gives them strategies for avoiding such behaviors/situations.

Victim Awareness Education Program (VAEP) – This is a course designed to raise the offender's awareness of and build empathy toward victims of crime. Offenders examine, in detail, the impact

of their crime on the victim(s) thus increasing the offenders understanding and sensitivity to victims.

Are community organizations and volunteers part of the rehabilitation process?

The Department of Corrections offers a variety of volunteer opportunities in existing programs, both non-religious and religion based. Volunteers offer their time, talents and professional expertise and aid the Department is achieving its' mission. Many of the programs listed here can be found at every prison location, while others are site specific. This list is not inclusive but provides a general overview of the types of volunteer activities within the Department.

Alcoholics Anonymous – A 12-step support program for recovery from alcohol addiction.

Alternatives to Violence – Sponsored by the not-for-profit Peace Between People, this program offers basic and advanced three day, intense workshops for offenders to identify and work alternative ways in which to deal with abuse, violence and anger.

Cultural Groups – Volunteers work with different offender groups offering cultural specific education, history and language.

Family to Family – This program offers friendship and support to the Department's youthful offender (those under the age of 18).

Interaction Transition – A not-for-profit organization that helps offenders prepare for successful transition back into the community.

Man-to-Man Program – This program matches a male visitor to a male offender for the purpose of fellowship and visitation.

Narcotics Anonymous – A 12-step program for recovery from drug addiction.

Veteran's Group – This program offers information concerning benefits to veterans and how offenders fit into that system.

Woman-to-Woman Program – This program matches a female volunteer to a female offender for the purposes of fellowship and visitation. (This program is unique to the Washington Corrections Center for Women.)



The Department of Corrections provides a Chemical Dependency Treatment Program for offenders addicted to chemical substances and/or alcohol. The program tries to raise the offender's awareness of the social, emotional, financial, and fiscal impact of addiction. The program also seeks to enhance the understanding and cooperation of treatment programming. It helps the offender to work on continued change and recovery.

How do you determine that an offender has a substance abuse problem?

Each offender entering the Department is given a Substance Abuse Subtle Screening Inventory (SASSI) that indicates whether they have a high or low probability of being chemically dependent. Program eligibility is based on a number of factors and include offenders who:

- Are determined (through a SASSI) to be chemically dependent;
- Have significant concerns for alcohol or drug addiction;
- Are ordered to participate by the court, the Indeterminate Sentencing Review Board (ISRB), Headquarters Screening Committee, or other Department of Corrections authority;
- Have been sentenced by a Superior Court under the Drug Offender Sentencing Alternative (DOSA) provisions; or
- Have been convicted of a violent offense and have been screened as chemically dependent.

What kind of help is provided?

The Chemical Dependency Treatment Program consists of various levels of treatment differing in duration of stay and level of intensity. Programs are available at various locations based on staffing and funding. Offenders accepted into the Program are placed in one of more of the following treatment levels or supplemental programs:

- Long Term Residential – The highest level of treatment that lasts from 6 – 12 months in a structured, residential setting.
- Intensive Inpatient Program (Halfway Back) – A 30-day program in total confinement.
- Intensive Outpatient Program – Provides 8 – 12 weeks of intensive treatment.
- Halfway Out/Outpatient – Provides up to 6 months of transitional care at designated community based sites.

An offender may be segregated (separated) from the general population and assigned to an administrative segregation or intensive management unit when his/her presence in the general population would create any of the following conditions:

- A serious threat to the safety of staff, visitors, or other offenders;
- A serious threat to the offender's safety;
- The probability of an escape by the offender; or
- A serious threat to the orderly operation of the institution.

What does it mean if an offender is “thrown in the hole”?

In the past and in movies, people would refer to segregation as “the hole”. Today's segregation unit has individual cells where the offender is provided with appropriate sanitation, meals, health and mental health care, recreation opportunities, religious guidance, and other amenities.

There are five types of segregation:

Administrative Segregation – Is authorized by facility staff for any of the reasons listed above.

Protective Custody – May be requested by the offender or facility staff if it is felt there is a threat to the offender's safety.

Intensive Management – The assignment of an offender to long-term administrative segregation due to chronic behavioral problems, extreme protective needs, or the presence of a serious threat to the safety of staff or other offenders.

Pre-Hearing Confinement – An offender is placed in segregation pending a hearing for a serious rule violation if the continued presence of the offender in general population would present a risk to security or orderly operation of the facility, is an escape risk, is a danger to himself/herself, to others, or from others.

Disciplinary Segregation – Given as a sanction (penalty) as the result of an offender being found guilty of a rule violation/infraction.

How long will an offender remain in segregation?

It will depend upon the reason the offender was placed in segregation. Offenders in segregation are provided regular reviews to determine an appropriate release date.



Offenders have the opportunity to voice complaints through the grievance procedure, however, offenders are encouraged to seek informal resolution prior to filing a grievance. Detailed information about the Offender Grievance Program is contained in Department Policy and in the Offender Grievance Program Manual. Both of these documents are available to the offender at his or her facility of residence.

What issues can be grieved?

Offenders confined in a facility, or who are on active community supervision status may grieve their place of confinement or conditions of supervision when it relates to policy, lack of policy, and/or the lack of application of policy.

Only incidents, policy, or practice which *personally* affect the offender, and over which the Department has jurisdiction, are grievable. This includes actions by employees, contract staff, volunteers, and other offenders.

What issues cannot be grieved?

- State and federal law
- Washington Administrative Code (WAC)
- Court decisions
- Court-ordered presentencing reports
- Community Corrections Officer (CCO) recommendations to superior court and/or the Indeterminate Sentence Review Board
- Special conditions imposed by a CCO in accordance with Department policy
- Indeterminate Sentence Review Board decisions
- Classification, disciplinary, or work release termination committee actions or decisions
- Department-approved procedures which have a formal, approved appeal process

How can a grievance be filed?

To file a grievance, an offender in a facility must complete an Offender Complaint form and send all copies to the facility

Grievance Coordinator. Offenders on community supervision must complete the form (available at the local Community Corrections Office) and forward it to the Department of Corrections Central Grievance Office.

How is a grievance resolved?

The Grievance Coordinator is responsible for ensuring the offender's complaint is investigated and a written response is provided within ten working days.

The following grievance remedies have been established by the Department:

- Administrative action(s) to correct a problem
- Agreement by facility or department officials to remedy an objectionable condition within a reasonable, specified time
- A change in an facility or departmental policy or practice

Is there an appeal process?

Yes. Actions at all levels of the grievance process are subject to review by the next level in the system. The Regional Administrator is the final appellant authority for all grievances. The following levels and time frames apply to the appeal process:

Offender Appeal to Level II	2working days
Level II Response	15working days or 20working days for Staff Conduct Grievance
Offender Appeal to Level III	2working days
Level III Response	20working days

Can an offender file an emergency grievance?

Yes, however, emergency grievances are limited to issues which present a threat of death or injury to the offender or staff, or disruption of the facility.

When an offender is released from prison, it can be an exciting and frightening time for him/her. Counselors who work at the facility, and the Community Corrections Officers who are located within the community, work together to ensure a smooth transition for the offender. The offender is provided with the funds that have been placed in his or her mandatory savings account, and is entitled to receive \$40 Gate Money (unless he or she has received this for a release in the past).

Can I pick up the offender when they are released?

Yes!! You should contact the offender's Counselor for information. The Department will provide a one-way bus ticket for the offender to return to the county of conviction if there are no other means of transportation.

Are offenders placed on parole when they are released?

Parole is a term used only for sentences prior to 1984. Offenders sentenced for crimes committed between 1984 and July 1, 2000, may require monitoring under Community Supervision or Community Placement. With the passing and implementation of the Offender Accountability Act, offenders sentenced for crimes committed on or after July 1, 2000, may serve a period of Community Custody upon release.

The type and length of supervision monitoring upon release varies according to the offender's circumstances and crime of conviction. This is similar to what used to be called "parole." The offender must report to the local Community Corrections Office located in the community where he or she will reside after release. The offender will be assigned a Community Corrections Officer (CCO) who will monitor his or her progress in the community. There will be conditions, limitations and restrictions placed on the offender related to travel, behavior, alcohol/drug use, work assignments, etc. The CCO may visit an offender's home and job site to ensure they are experiencing a positive adjustment to life in the community. Offenders must follow the conditions of their supervision or they will be subject to sanctions, which could include being returned to confinement.

Some offenders will be required to develop a release plan, which includes identifying where they will be living and identifying a sponsor (an acceptable, responsible adult) who can oversee the offender's activities. Staff members can assist an offender in developing a release plan, however, it is ultimately the responsibility of the offender. The plan the offender submits must be investigated, reviewed, and approved by Department staff prior to release.

If the plan is approved, the offender will be released as scheduled. Upon release, the offender must report to the CCO who is assigned to his or her case. The CCO will monitor the offender to ensure compliance with the conditions of supervision and provide assistance to help in his or her transition to the community.

What happens if an offender's release plan is not approved?

If the offender cannot develop an acceptable release plan, he or she may be kept in prison past his or her earned release date, up to the maximum expiration date of sentence.

What would cause an offender's release plan to be denied?

An offender's release plan may be denied if the proposed address places the offender in a situation where he or she is likely to reoffend, the plan is in violation of the Judgment and Sentence or Department conditions, the plan could potentially put citizens in the community at risk, or the sponsor withdraws from sponsorship of the offender.

An offender's release plan proposed address may be denied when (including, but not limited to) the offender proposes to return to a residence where the victim(s) is in the residence and there is a risk of harm to the victim(s). Another denial could be the proposed residence places a sex offender in the same house or close proximity to the minor victim's school, child care center, playground or other facilities where children of similar age and circumstances surrounding the conviction are present and who may be put at substantial risk of harm by the offender residing at that residence.

Remember that each offender's situation is unique. While one plan may work for one offender, it may not for another due to an individual's specific circumstances.

What happens to an offender who has no family or friends and has no place to go?

Prior to release, an offender's counselor will help him or her plan for their upcoming release. This may include helping him/her identify a place to live, how to contact social service agencies for assistance and information about finding a job.

Many times a family member or friend who has contact with the Department may note an area of operation that is positive or needs improvement. Your comments are always welcome and we recommend you address any concerns at the lowest level possible.

Please direct your compliment or complaint to a staff member or supervisor working at the facility where the offender is housed. If you choose, you may submit a letter to the offender's Counselor.

Who can I contact outside of the facility level?

You may direct inquiries and correspondence to the Department's Correspondence Unit. Staff members in this unit will be able to answer questions and/or direct you to a staff member who can provide some assistance.

Department of Corrections
Correspondence Unit
Post Office Box 41118
Olympia, WA 98504-1118

Phone: (360) 664-4638
Fax: (360) 586-4469

Internet Address: doccorrespondence@doc1.wa.gov



State of Washington
Department of Corrections

P184 (10/01)

Restoring Your Right to Vote Washington

The right to vote is an important civil right in a democracy as well as a civic responsibility, and yet many persons who have been convicted of a crime do not know whether they are eligible to vote. For both federal and state elections, the right to vote is controlled by the law of the state in which you live. Some states restrict the right to vote for persons who have been convicted of a crime. This pamphlet is intended to help you determine whether you are eligible to vote in the state in which you live, and if so, what steps you must take to be permitted to vote.

For more information about the process, you may also contact your community corrections officer or visit your local Department of Corrections field office.

What law governs whether my felony conviction limits my right to vote?

The impact of a criminal conviction on the right to vote varies widely from state to state. Whether you can vote after being convicted of a crime is determined by the state in which you live, not the state in which you were convicted.

Can I vote while I'm incarcerated in Washington?

If you are a resident of Washington, and you have been convicted of a felony, you cannot vote while you are incarcerated. When you are convicted of a felony, whether in state or federal court, your voter registration is cancelled.

If you are a resident of another state who is temporarily incarcerated in Washington, you may be able to vote by absentee ballot in your home state. You need to consult the law of your home state regarding both criminal convictions and absentee ballots to see if this is a possibility.

I have been released from incarceration. How do I restore my right to vote?

In order to regain the right to vote, you must have your civil rights restored.

Your civil rights are restored by the issuance of a certificate of discharge. When you have completed all of the requirements of your sentence, the Department of Corrections notifies the sentencing court. The sentencing court reviews your case, issues a certificate of discharge, and confirms the certification to the Department. The Department will then notify you in writing at

your last known address, of the Certification of Discharge and restoration of civil rights. You can then register to vote.

However, if you were convicted for a state crime committed on or before July 1, 1984, you must follow a different procedure. If you have been released on parole, you may be able to obtain an order of discharge from the Indeterminate Sentence Review Board. The telephone number for the Indeterminate Sentence Review Board is (360) 493-9266. If you finished serving a suspended sentence or period of probation, you may apply to the sentencing court to have your civil rights restored.

What happens if I move to another state?

If you move to another state, your right to vote will be controlled by the laws of that state.

What are Washington's other voter registration requirements?

To vote in Washington, you must be a citizen of the United States, a legal resident of Washington, and at least 18 years old by the date of the election.

When do I need to register to vote?

To be eligible to vote in an upcoming election, you must register at least 30 days prior to the election. If you register by mail, your application must be postmarked by the 30-day cutoff. If you fail to meet the 30-day deadline, you may register in person at your county elections department no later than 15 days before the election.

Where do I go to register?

Registration is available at many places in Washington, including:

- in person at your county auditor or elections department
- when you renew or apply for your driver's license
- by mail, with voter registration forms that are available at many public libraries, schools, and other government offices
- by accessing a registration application on-line at www.vote.wa.gov

Registration may also be available at other state service agencies. Contact the county auditor's office near you to find out which service agencies provide voter registration. If you are in King County, you should contact the Department of Records and Elections.

If you believe you are eligible to vote and encounter difficulty registering, please contact the Elections section of the Washington Secretary of State:

Office of the Secretary of State
Elections Division
Legislative Building
PO Box 40220
Olympia, Washington 98504-0220
(360) 902-4151
(800) 448-4881 (toll-free voter hotline)

(800-422-8683) (TDD)
e-mail: elections@secstate.wa.gov

If the Washington Secretary of State is unable to help you, or to report a problem, contact:

United States Department of Justice
Civil Rights Division
Post Office Box 66128
Washington, D.C. 20035
(202) 307-2767 (voice)
(800) 253-3931 (toll-free)
(202) 307-3961 (fax)
www.usdoj.gov/crt

This pamphlet is provided for informational purposes only, as an aid to further inquiry. The laws in many states are revised frequently, and may have changed since this pamphlet was issued. It is your responsibility to determine whether you are lawfully eligible to vote, and criminal penalties can result from voting when ineligible or making false statements on a registration form.